

## TRUSTEE JOB DESCRIPTION

**Job Title:** Antigo Public Library Trustee

**Job Description Date:** 10/16/2023

*This description is based on the Trustee Job Description found in Chapter 1 of Trustee Essentials: A Handbook for Wisconsin Public Library Trustees. A few changes to address specifics of the Antigo Public Library have been made.*

### **General Function**

Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the Antigo Public Library.

### **Qualifications**

- Serious commitment to being a library trustee.
- Serious commitment to the provision of library services within your community.
- Ability to attend regularly scheduled board meetings and be an active member of the board.
- Willingness to become familiar with Wisconsin library law, standards for libraries, and principles for ensuring that the library provides broad and equitable access to the knowledge, information, and diversity of ideas needed by community residents.
- Willingness to become familiar with the Antigo Public Library Bylaws and the City-County Agreement.
- Commitment to freedom of expression and inquiry for all people.

### **Principal Activities**

**1. Prepare for and attend regular board meetings.**

The library board meeting will be the primary opportunity for you to contribute to the development of your library. To get the most from the meetings, and be able to share your skills and knowledge, you must attend each meeting having read and thought about the topics and issues that will be discussed. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law.

**2. Serve on at least one board committee.**

The Antigo Public Library currently has three standing committees and also appoints two members to be liaisons with the Antigo Public Library Foundation. Each board member should commit to sitting on at least one committee and/or participating as a Foundation liaison. There are also special ad-hoc committees formed periodically to complete special board tasks.

**3. Work with the municipal and county governing bodies to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.**

One of the library board's most important responsibilities is to work to obtain adequate financial support so that the library can provide a meaningful program of services for the residents of the area. As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. You will work with the director to keep open lines of communication with city and county officials about the library's needs. Once a determination is made of how much money is needed, the request must be carefully and accurately prepared for presentation to city and county governing bodies. Trustees should be available to answer questions about these presentations. After funding is approved, the board should monitor the use of the public funds to ensure they provide what was intended.

**4. Participate in the development and approval of library policies. Review policies on a regular systematic schedule.**

A library cannot operate without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. A library trustee uses their knowledge as well as voices within the community to prepare thoughtful and fair policies. As needs, processes, and services change within the library, there will be a need to review, revise and add policies. Library trustees will each take part of this regular and systematic review.

**5. Help determine and advocate for reasonable staff salaries and benefits.**

If the library is to offer meaningful and accessible services to the residents of your community, it must have a trained, certified library director and other capable assistants to provide those services. To attract capable employees, and to keep them once hired and oriented, it will be crucial that the library board offer reasonable and competitive compensation, including a meaningful wage and benefits like health insurance, sick leave, retirement and vacation. By providing adequate compensation for staff, the library board will help local officials and the public to understand the importance of the library and the complexity of the tasks involved with providing good library service.

**6. Assist in the hiring, supervising, and evaluating of the library director.**

Though it is hopefully not a regular task, there may come a time when the library board must hire a new director. If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library services. Each trustee should take an active role in both hiring and welcoming new directors. The library board also needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements.

**7. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.**

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development. Just being visible and accessible is an informal way you can gather information about how the library can help the community. More formally, you can also work together to conduct community surveys, etc.

**8. Act as an advocate for the library through contacts with civic groups and public officials.**

Raising awareness of library services requires building rapport with public officials and civic leaders. This important task is one of the important ways you can build support for the library.

**9. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.**

Public libraries in our country and state are founded on the principle that for a democracy to function properly it must have an educated electorate, and to be educated, people must have free access to the broadest possible array of information. Libraries have long stood as protectors of the individual's right to have the information that they require to thrive in and contribute to society. Regardless of these basic rights, sometimes people seek to limit the access of others to certain ideas and presentations. It is a responsibility of your library board, and each member of the board to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you. The board must have a carefully devised process for addressing challenges and speak with a single voice on censorship issues to the public and the media. Each trustee should take the time to become informed about the principles and issues.

**10. Assist in the formulation and adoption of a long-range plan for the library. Periodically review and revise the long-range plan.**

Working through the budget process, developing policies, and creating community connections prepares you for the valuable process of formulating plans for the library's future. Trustees work with the director to develop a process for creating a long-range (strategic plan) and regularly reviewing it to help keep the library on course or make revisions as needed.

**11. Attend Wisconsin Library Association conferences, regional system workshops, and other training opportunities in order to expend knowledge of effective leadership and consider membership in the Wisconsin Library Trustees and Friends (WLTF).**

Although the library trustee's job is complex and demanding, it can also be exceedingly rewarding. One way to maintain energy and enthusiasm, as well as continue in your learning is to participate in various opportunities for education that are available to trustees. You will get information about these from the director and through other mailings. If you choose to join WLTF you will be a part of a network of other trustees would be another strong way to keep you interested and vital to our local library and libraries throughout our state.